

## INFORMATION PAPER

SUBJECT: Requirements for Private Organizations

1. Purpose. To provide information on the regulation governing private organizations on Army installations in Hawaii.

2. **Facts.**

a. A private organization is a self-sustaining, non-Federal entity, incorporated or unincorporated, which is operated on Army/DOD installations with the written consent of the installation commander or higher authority.

b. If your organization meets on an Army installation, it must be registered with the Oahu Base Support Battalion, Bldg 690, 2<sup>nd</sup> flr, Aloha Center, Schofield Barracks.

**Approval.**

3. Private organizations seeking permission to operate on an Army installations will furnish the following required documentation with a written application to the installation commander:

a. Charter, articles of agreement, constitution, bylaws, or other authorization documentation acceptable to the installation commander.

b. Explanation of membership eligibility and responsibilities for all management functions.

c. Statement of the PO's liability.

d. State and Federal tax exemptions

**Reporting requirements.**

4. In addition to information required when approval is requested, approved POs will supply the following on a routine basis (but not less than annually) to the Oahu Base Support Battalion as required by the installation commander:

a. Minutes or summaries of PO meetings.

b. Financial statements.

c. Copy of liability insurance

- d. Names, addresses and phone numbers of elected officers.
- e. Audit reports.

**Revalidation requirements.**

- 5. Private organizations having approval to operate may operate for 2 years.
  - a. Approval expires automatically 2 years from the date of last approval, unless revalidated.
  - b. Revalidation request must be submitted to the installation commander no less than 90 days before expiration of the 2-year approval.
  - c. Requests will include documentation of any changes in PO activities, objectives, organization, constitution, membership, and so forth.

**Termination of PO operation.**

- 6. The membership or the installation commander, may withdraw permission to operate on the Army installation at any time. Notification will be in writing. AR 210-22, October 22, 2001 regulates the activities of private organization operating on Army bases in Hawaii.

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